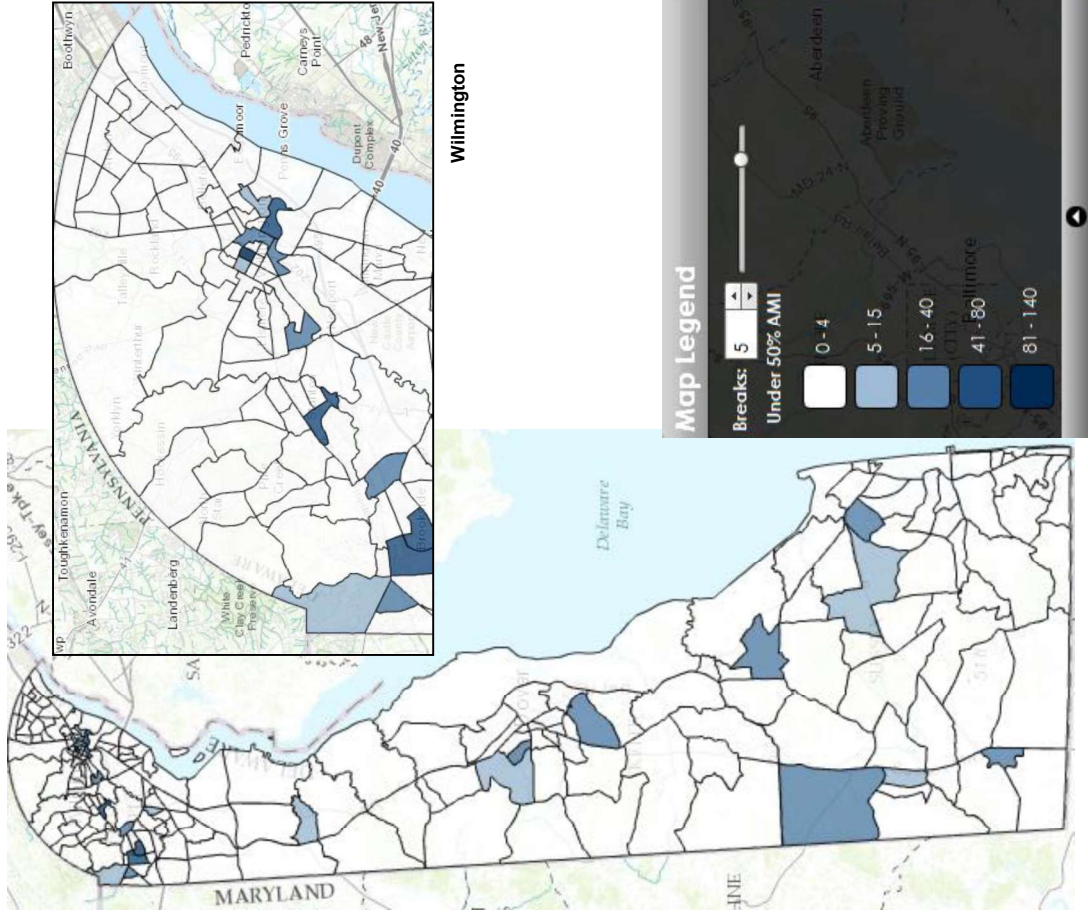


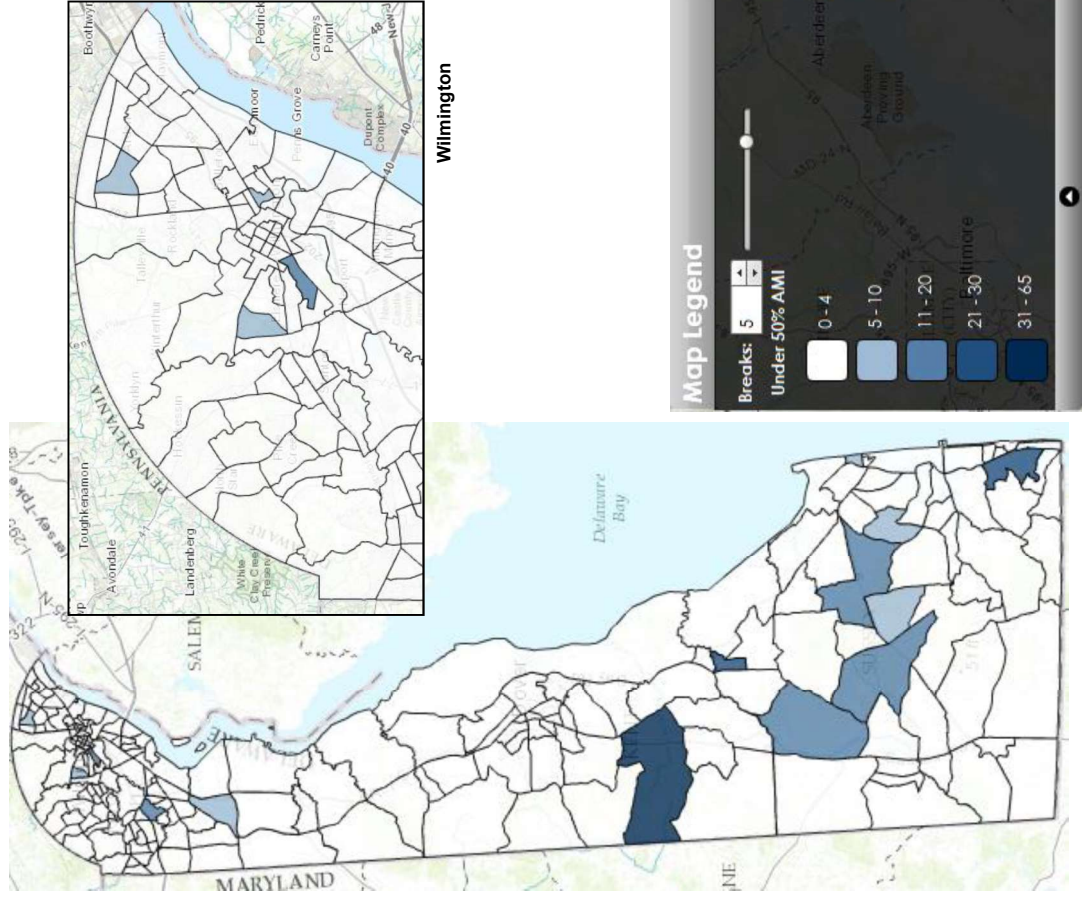
# Substandard Rental Housing

**Substandard Rental Units Less Than 50% AMI**



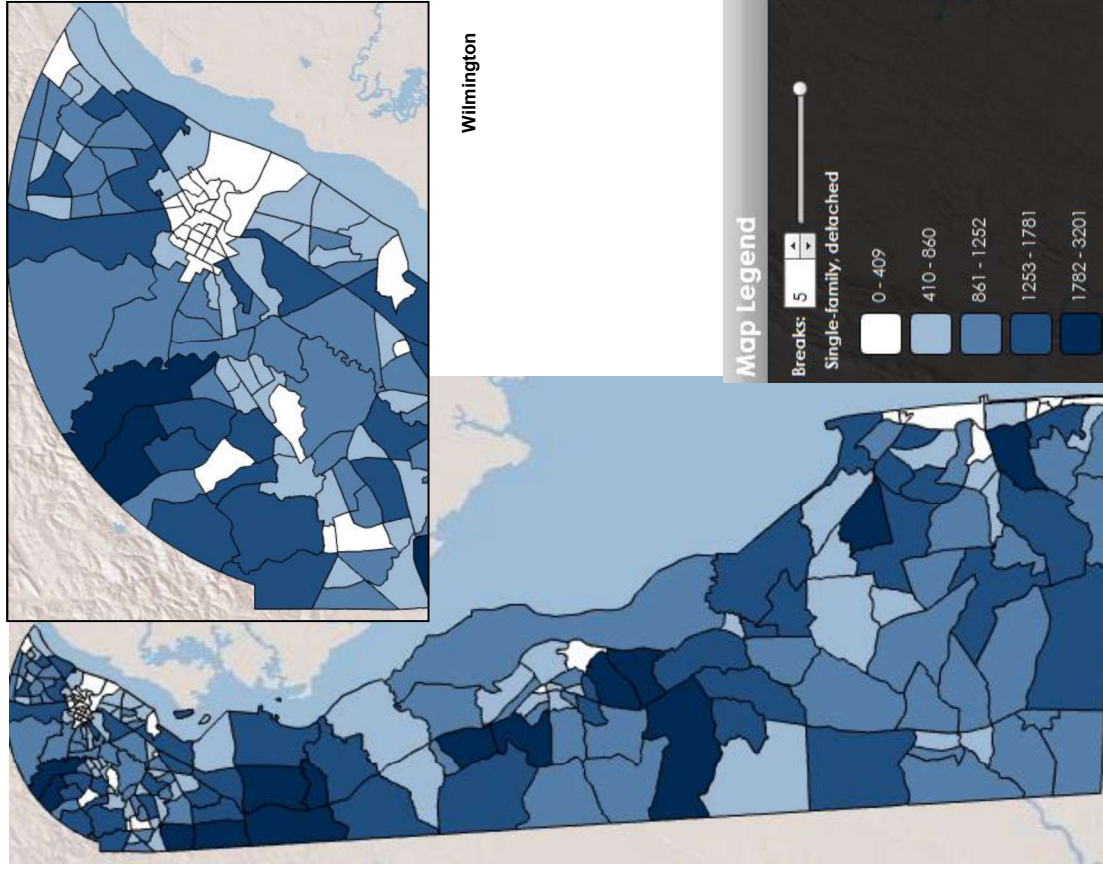
Substandard housing is defined as homes that are vacant and abandoned; homes that are occupied but are in unlivable conditions; and homes that are occupied and in disrepair.

**Substandard Owner Occupied Units Less Than 50% AMI**

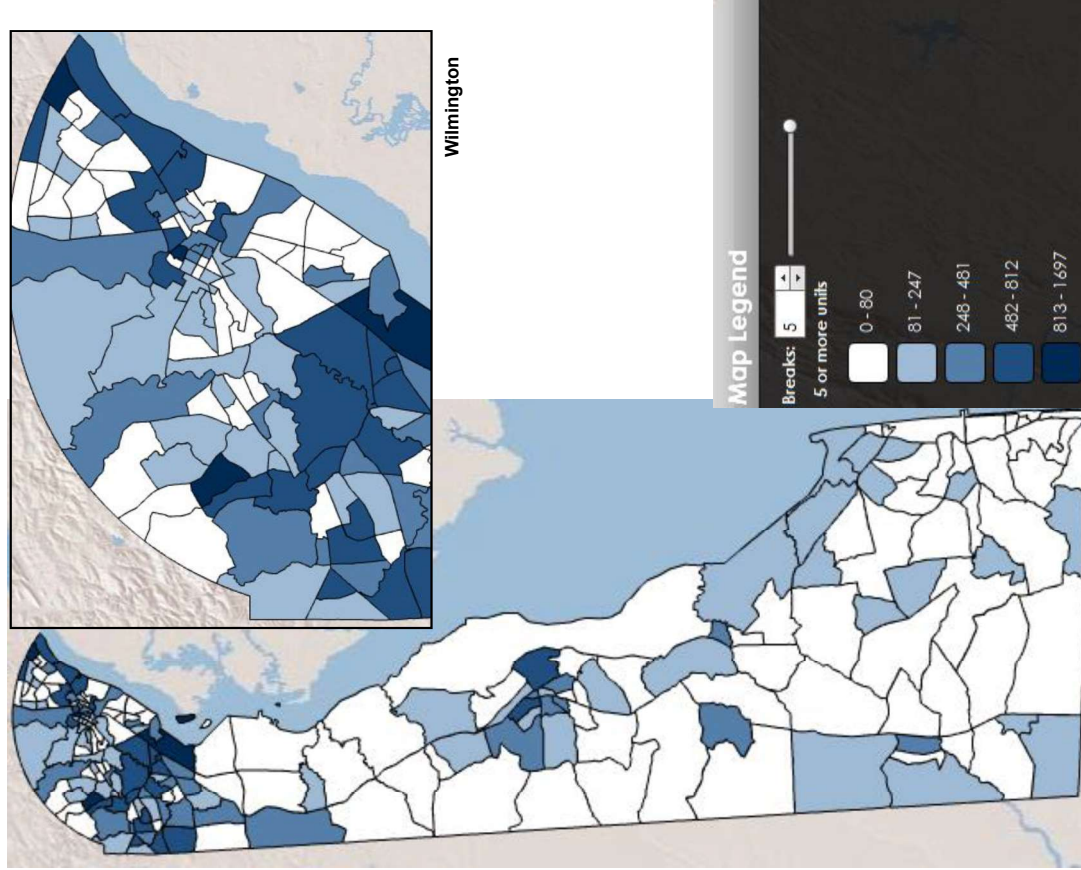


# Single vs Multi-Family

Single Family (Detached)



Multi-family (+5 Unit Buildings)





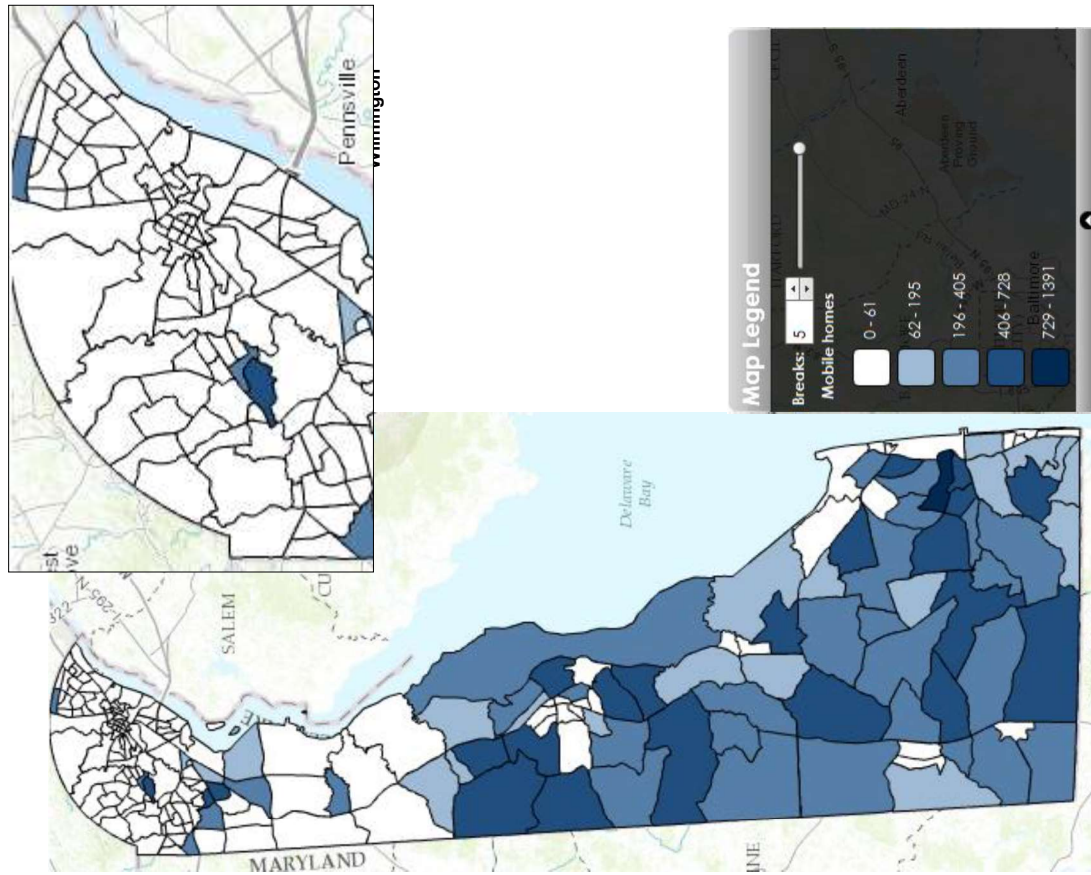
# Renters: Single Family and Multifamily

Delaware	RENTAL	OWNED	VACANT	TOTAL						
Total Housing Units	87,612	243,868	70,258	401,738						
Single Family Renters (1 unit)	North New Castle	Wilmington	Newark	South New Castle	North Kent	Dover	South Kent	East Sussex	West Sussex	TOTAL
	Housing Units ≤30% AMI	5,166	2,000	923	102	1,093	815	235	460	7,707
	Housing Units 30%-50% AMI	3,864	1,308	643	181	722	532	246	600	6,028
	Housing Units 50%-80% AMI	4,574	1,067	688	75	931	579	176	555	6,818
	Housing Units 80%-100% AMI	1,913	342	285	38	713	520	145	351	3,407
	Housing Units >100% AMI	4,994	881	612	148	1,272	832	231	1,201	8,458
	TOTAL	20,511	5,598	3,151	544	4,731	3,278	1,033	3,167	32,418
Total # of Units <80% AMI	13,604	4,375	2,254	358	2,746	1,926	657	1,615	1,573	20,553
Multi-Family Renters (2+ Units)										
Housing Units ≤30% AMI	8,796	3,405	1,571	173	1,860	1,389	399	782	1,109	13,119
Housing Units 30%-50% AMI	6,579	2,226	1,096	309	1,229	907	418	1,021	707	10,263
Housing Units 50%-80% AMI	7,787	1,817	1,171	129	1,585	986	299	946	862	11,608
Housing Units 80%-100% AMI	3,256	582	484	66	1,215	885	248	598	421	5,804
Housing Units >100% AMI	8,503	1,499	1,043	252	2,165	1,416	393	2,046	1,041	14,400
TOTAL	34,921	9,529	5,365	929	8,054	5,583	1,757	5,393	4,140	55,194
Total # of Units <80% AMI	23,162	7,448	3,838	611	4,674	3,282	1,116	2,749	2,678	34,990
TOTAL RENTERS										
Housing Units ≤30% AMI	13,962	5,405	2,494	275	2,953	2,204	634	1,242	1,760	20,826
Housing Units 30%-50% AMI	10,443	3,534	1,739	490	1,951	1,439	664	1,621	1,122	16,291
Housing Units 50%-80% AMI	12,361	2,884	1,859	204	2,516	1,565	475	1,501	1,369	18,426
Housing Units 80%-100% AMI	5,169	924	769	104	1,928	1,405	393	949	668	9,211
Housing Units >100% AMI	13,497	2,380	1,655	400	3,437	2,248	624	3,247	1,653	22,858
TOTAL	55,432	15,127	8,516	1,473	12,785	8,861	2,790	8,560	6,572	87,612
Total # of Units <80% AMI	36,766	11,823	6,092	969	7,420		1,773	4,364	4,251	55,543

# Owners: Single Family and Multifamily

Delaware		RENTAL	OWNED	VACANT	TOTAL						
Total Housing Units		87,612	243,868	70,258	401,738						
Single Family Owner (1 unit)	North	Wilmington	Newark	South	North	Dover	South	East	West	TOTAL	
	New			New	Kent		Kent	Sussex	Sussex		
	Housing Units ≤30% AMI	7,016	1,719	482	481	1,787	828	643	2,031	824	12,782
	Housing Units 30%-50% AMI	8,500	1,313	806	804	2,594	1,400	494	3,317	1,502	17,211
	Housing Units 50%-80% AMI	17,543	2,231	2,142	1,481	4,816	2,725	1,075	5,855	2,840	33,610
	Housing Units 80%-100% AMI	12,696	1,278	1,157	1,287	3,263	1,857	998	3,705	1,664	23,613
	Housing Units >100% AMI	69,132	6,314	8,987	8,402	18,410	9,520	3,587	23,053	9,769	132,353
TOTAL		114,887	12,855	13,574	12,455	30,870	16,330	6,797	37,961	16,599	219,569
Total # of Units <80% AMI		33,059	5,263	3,430	2,766	9,197	4,953	2,212	11,203	5,166	63,603
Multi-Family Owners (2+ Units)											
Housing Units ≤30% AMI		780	191	54	53	199	92	71	226	92	1,421
Housing Units 30%-50% AMI		944	146	90	89	288	156	55	369	167	1,912
Housing Units 50%-80% AMI		1,949	248	238	165	535	303	119	651	316	3,735
Housing Units 80%-100% AMI		1,411	142	129	143	263	206	111	412	185	2,525
Housing Units >100% AMI		7,681	702	999	934	2,046	1,058	399	2,561	1,085	14,706
TOTAL		12,765	1,429	1,510	1,384	3,331	1,815	755	4,219	1,845	24,299
Total # of Units <80% AMI		3,673	585	382	307	1,022	551	245	1,246	575	7,068
TOTAL Owner Occupied											
Housing Units ≤30% AMI		7,796	1,910	536	534	1,986	920	714	2,257	916	14,203
Housing Units 30%-50% AMI		9,444	1,459	896	893	2,882	1,556	549	3,686	1,669	19,123
Housing Units 50%-80% AMI		19,492	2,479	2,380	1,646	5,351	3,028	1,194	6,506	3,156	37,345
Housing Units 80%-100% AMI		14,107	1,420	1,286	1,430	3,526	2,063	1,109	4,117	1,849	26,138
Housing Units >100% AMI		76,813	7,016	9,986	9,336	20,456	10,578	3,986	25,614	10,854	147,059
GRAND TOTAL		127,652	14,284	15,084	13,839	34,201	18,145	7,552	42,180	18,444	243,868
Total # of Units <80% AMI		36,732	5,848	3,812	3,073	10,219	5,504	2,457	12,449	5,741	70,671

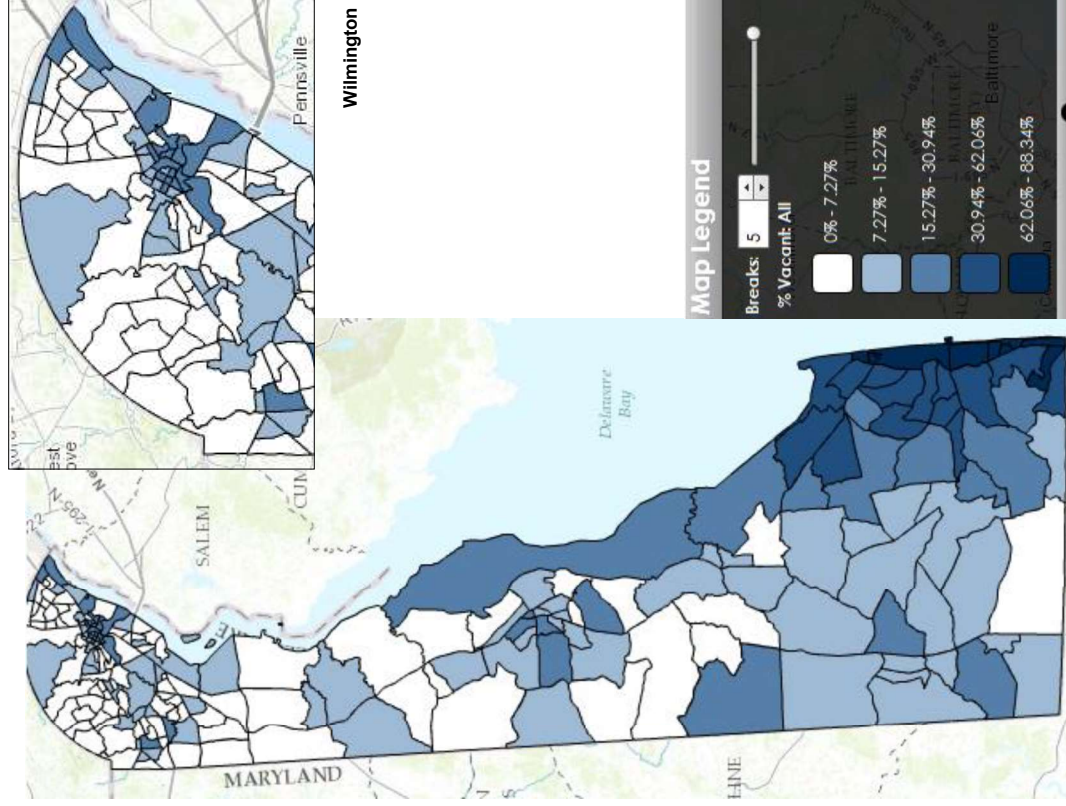
## \*NEW: Mobile Homes



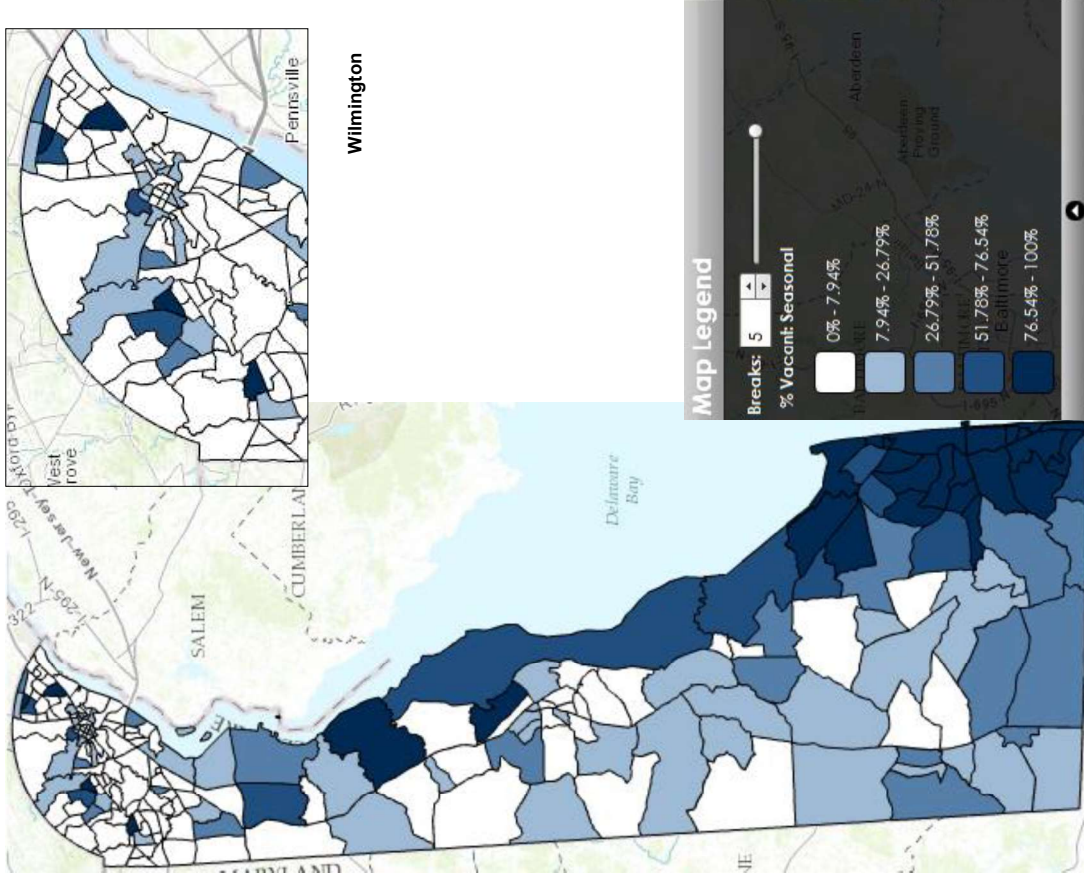


# \*NEW: Vacant Housing

**% Vacant: All**

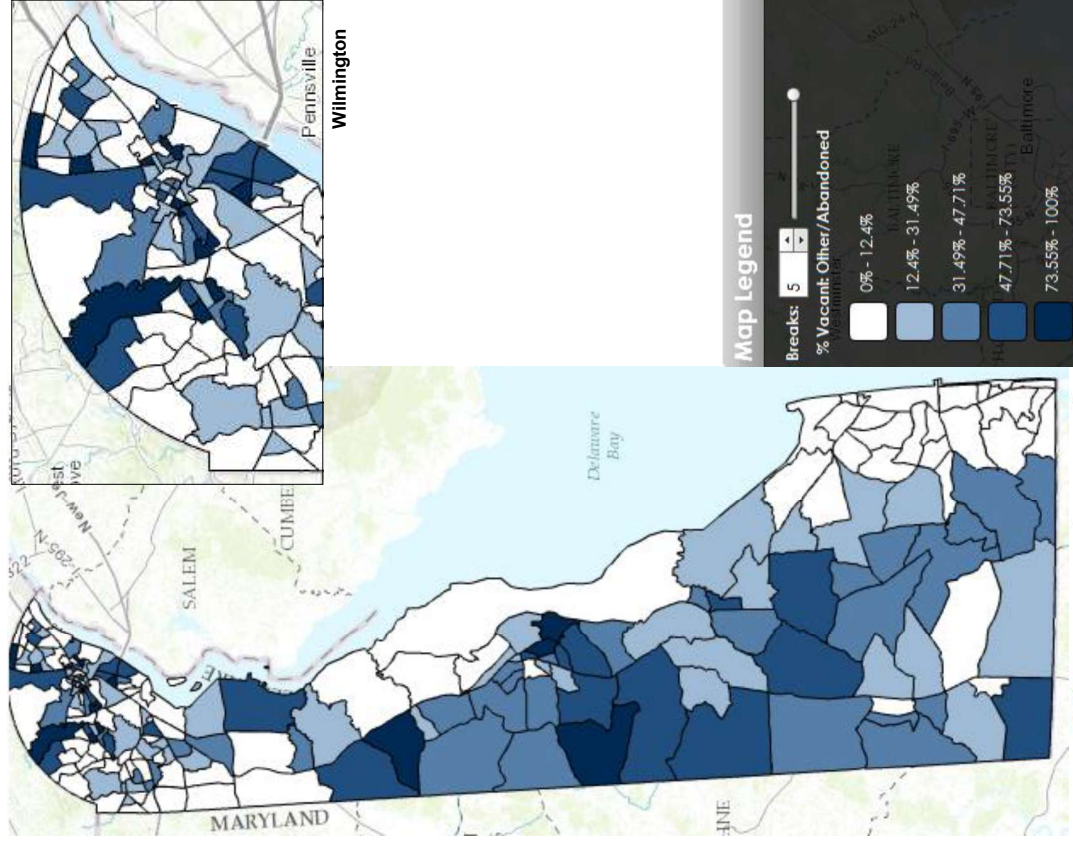


**% Vacant: Seasonal**

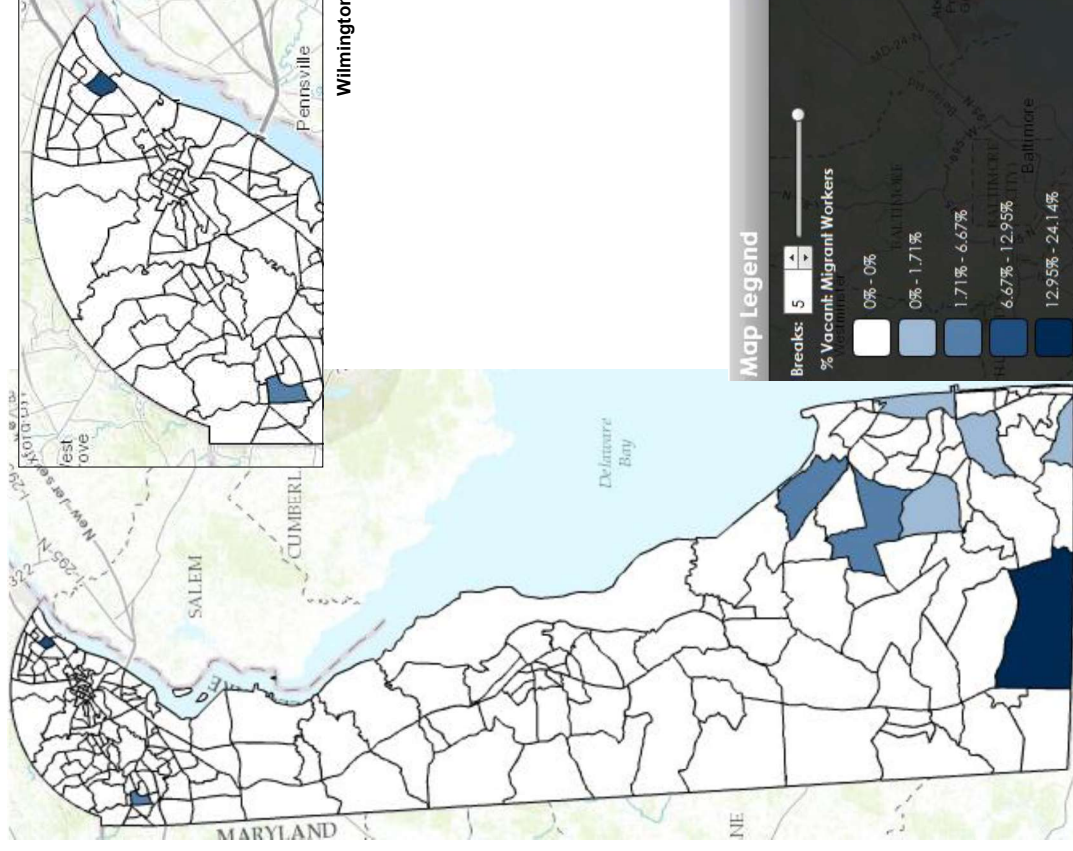


# \*NEW: Vacant Housing Continued

**% Vacant: Abandoned**



**% Vacant: Migrant Workers**





# \*NEW: Health Equity

Map: DE Healthy Equity  
Action Center;  
Framework: Health Equity  
Institute; San Francisco  
State

## Risk Level: Health Inequity



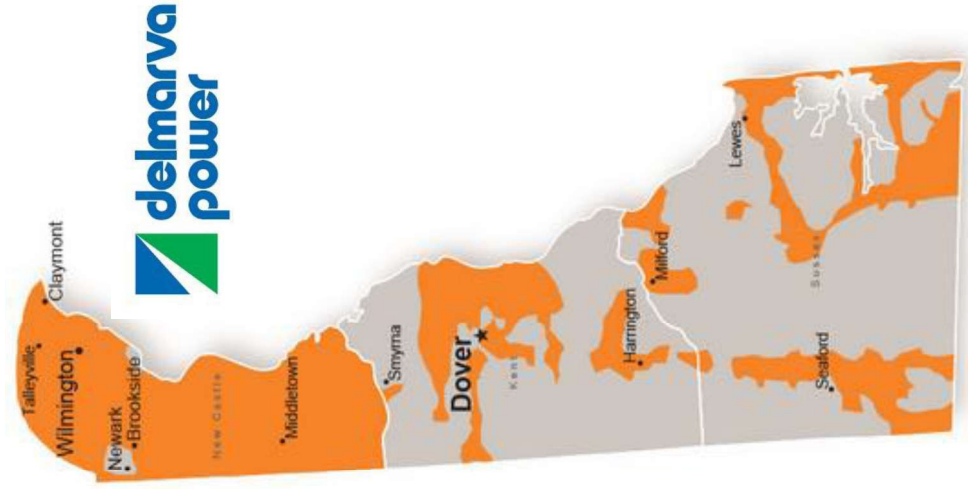
Wilmington

## Health Equity Framework

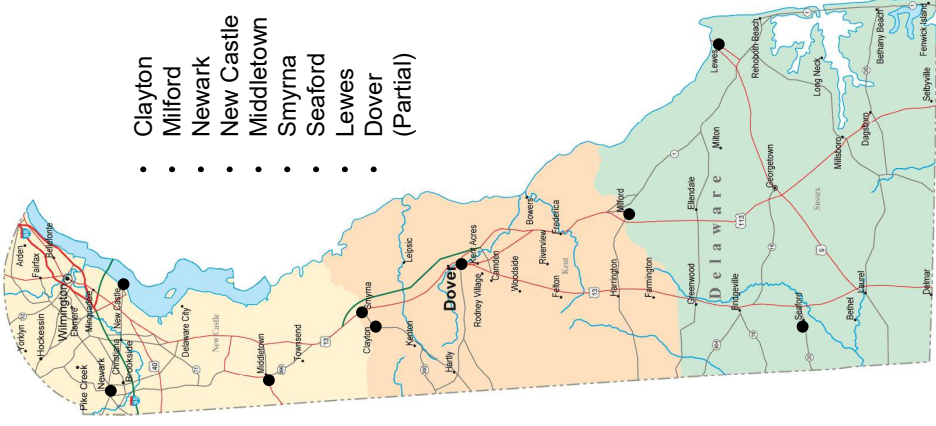




# \*NEW: Electric Utilities Territories of Delaware






- Clayton
- Milford
- Newark
- New Castle
- Middletown
- Smyrna
- Seaford
- Lewes
- Dover (Partial)

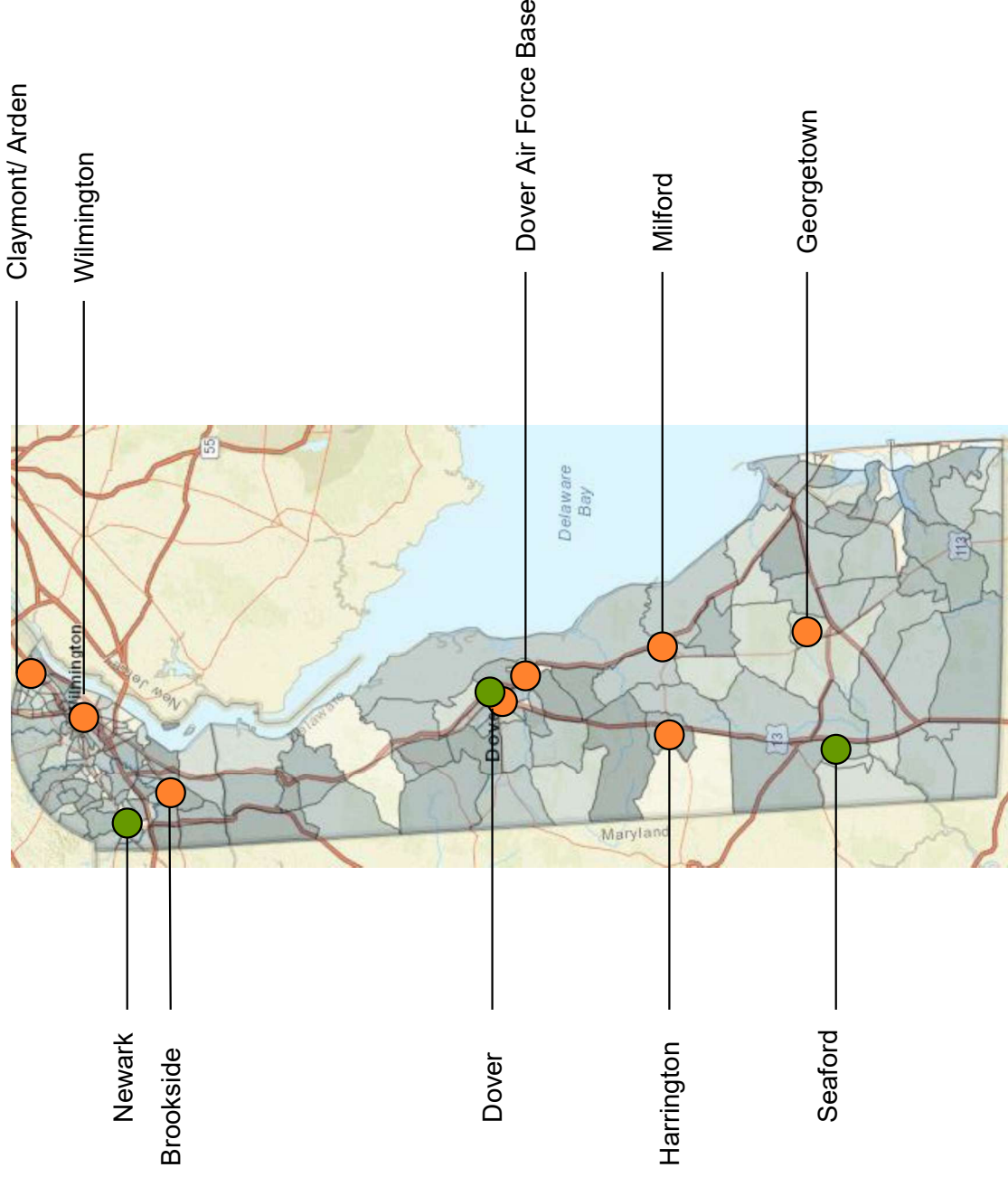


# Areas of Concentrated Need and Utility Territories

## Primary Factors

- High # of Rentals
- High # <80%AMI
- Cost Burdened
- Substandard Housing





# Housing Services/ Programs: Rental Assistance

- Public Housing
  - 5 housing authorities
  - 25,000 households on waiting list
  - *Housing Choice Voucher Program (Section 8)*
    - Rental in Private Market
    - 5,059 Units Served
    - <50%AMI
  - *Public Housing Program*
    - 2,521 Units Served
    - <50%AMI
- Section 202 and Section 811
  - Section 202: supportive housing for low income seniors
  - Section 811: supportive housing for low income persons with a disability
    - Granted directly to non-profits
    - 1,068 units statewide
- USDA Rural Housing Program
  - Rental assistance and financing
  - 1,679 units statewide (mostly Sussex County)

## Housing Services/ Programs: Affordable Housing

- Low Income Tax Credits
  - 4,203 units in LIHTC portfolio
  - 50%-60% AMI
  - Tax incentive administered by the U.S. Treasury
  - Administered in DE by DSHA
  - Budget: Approximately \$2.2 million in tax credits (determined by U.S. Treasury) annually
  - 180-220 units developed annually
- Community Development Block Grant Program
  - Direct Grants (homeowner rehab)
  - Budget: \$6,639,673 annually
  - 75% of budget to Homeowner affordable housing rehab
- HOME Investment Partnership Program
  - Direct Grants (homeowner affordable housing rehab)
  - Budget: \$4,130,849
- Housing Development Fund
  - State Housing Trust Fund
  - Loans for multifamily development and rehab
  - Homeownership acquisition & rehab and new construction
  - Rehab programs serving existing homeowners



## Low Income Energy Programs

- Weatherization Assistance Program (WAP); Catholic Charities
- Pre-WAP Program; SEU
- Low-income Home Energy Assistance Program (LIHEAP); Catholic Charities
- LIHEAP Heater Repair/ Replacement and Cooling Program
- SHARING/ Grants Fund ; Chesapeake Utilities
- Beat the Peak; Delaware Electric Co-op
- Assisted Home Performance with ENERGY STAR, SEU

## Next Steps

- Chart out all available resources and scale of activity of identified services
- Identify low-income program service gaps and opportunities for settlement funds
  - Some preliminary considerations:
    - Statewide or place based?
    - Extremely low income or working poor?
    - Single family or multifamily?
    - Leverage with other programs?
- Collect stakeholder feedback on potential program concepts
- Draft initial recommendations and collect comments/ edits
- Draft final recommendations report



Attachment C

Initial Guidance Document

Large-Scale Projects

**Low-Income Energy Efficiency Program:  
A Project of the Delmarva Settlement Fund**

**LARGE-SCALE  
ENERGY EFFICIENCY PROGRAM**

**GRANT PROGRAM APPLICATION  
GUIDANCE DOCUMENT**

Issue Date: TBD  
V1.0; 2017-05-08

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## SECTION I: FUNDING OPPORTUNITY DESCRIPTION

### A: PROGRAM DESCRIPTION

#### 1. PURPOSE

On June 2, 2015 and November 1, 2016, the Delaware Public Service Commission (PSC) adopted orders approving the merger of Delmarva Power & Light and Exelon Corporation (“Delmarva”) and the Amended Settlement Agreement (PSC Docket No. 14-193). Provisions resulting from the Amended Settlement Agreement (Settlement) allocated funds to a low-income customer energy efficiency program for Delmarva Power customers. These funds are being provided through a competitive grant process to support capable organizations in delivering energy efficiency programs to low-income ratepayers located in Delmarva’s Delaware service territory. The Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Energy and Climate (DEC) will administer these funds.

Applicant(s) receiving a grant award will accomplish the following:

- Increase the energy efficiency of low-income Delaware households that contribute to statewide electric and gas savings.
- Engage with and inform low-income Delaware households about the benefits of efficiency.
- Develop a comprehensive community-based approach to address energy efficiency issues in low-income housing by mobilizing public and private sector resources, including grassroots, community-based, non-profit, and faith-based organizations.
- Ensure to the greatest extent feasible that job training, employment, contracting, and other economic opportunities generated by this grant will be directed to low-income persons.

With direct guidance from the EEAC and the EEAC Low-Income Working Group, (Name of Manager’s Organization) has been contracted to manage and distribute all low-income settlement funds through a grant making process that serves two distinct energy efficiency programs including a large-scale low-income energy efficiency grant program(s) as well as a small-scale community-based low-income energy efficiency grant program(s).

This guidance document supports the large-scale low-income energy efficiency program only. The large-scale energy efficiency grant program will be structured in a similar way to low-income energy efficiency programs established around the country (e.g. Weatherization Assistance Programs, low-income energy efficiency retrofit programs, behavior programs, etc.). Organizations that have the experience, capacity and resources in place to stand up a large-scale energy efficiency program are encouraged to apply.

## B: AUTHORITY

These Low-Income Energy Efficiency Program grant funds have been authorized by the Delaware Public Service Commission (PSC Docket No. 14-193). All grant applications will be coordinated and initially reviewed by the Low-Income Energy Efficiency Settlement Grant Fund Review Committee (“Review Committee”) which includes representation from the Delaware Energy Efficiency Advisory Committee.



## SECTION II: AWARD INFORMATION

### A: AVAILABLE FUNDS

Total amount of funds available is \$###. The maximum available for award amount for the Low-Income Energy Efficiency Program funds is not to exceed \$###. The minimum award amount is to be no less than \$###.

All awards are subject to the applicable funding restrictions described in PSC Docket No 14-193. (See Addendum)

### B: NUMBER OF AWARDS

The Review Committee has no pre-determined number of grant awards from the available Settlement funds.

### D: PERIOD OF PERFORMANCE

- Estimated Project Start Date: TBD
- Estimated Project End Date: TBD
- Length of Project Periods: Up to a 36-month total project period with annual budget periods.

### E: ELIGIBLE APPLICANTS

Eligible applicants include Delaware-based for-profit companies with a valid State of Delaware business license, non-profit organizations with a valid 501c3 federal designation, and Delaware government agencies.

## SECTION III: APPLICATION AND SUBMISSION INFORMATION

### A: OBTAINING GUIDANCE INFORMATION

#### 1. PUBLIC NOTICE

Public notice regarding this Guidance document has been provided in accordance with the Grant Manager's statutes.

#### 2. OBTAINING COPIES OF THE GUIDANCE

This Guidance document is available in electronic form through the Grant Manager website (Insert Website URL HERE). Paper copies of this Guidance will not be available.

### B: CONTENT OF APPLICATION

All submitted applications should contain the application components listed below. Further detail about rating criteria and specific expectations for each application section are provided in Section IV of this Guidance document.

- **Narrative Response** - The narrative responses to Rating Factors 1 to 5 are limited to:
  - A maximum of 40 numbered pages (excluding appendices, budget forms/narrative, and worksheets)
  - Letter sized paper, 8-1/2 x 11 inches
  - 12-point (minimum) Times New Roman font
  - Double spaced
  - At least 1 inch margins on all sides
- **Budget Narrative**
- **Budget Worksheet** - (See Appendix A.)
- **Appendices** - Supplemental application materials such as résumés and match commitment letters. These attachments should directly refer to and support the specific rating factor narrative to which they pertain.

The information required to be submitted in response to this Guidance has been determined by the Review Committee to be essential for use by the Review Committee in the grant application

evaluation and award process.

## C: APPLICATION SUBMISSION DATES, TIMES, AND PROCESS

### 1. GRANT APPLICATION DUE DATE

Grant applications are due at 1:00pm EST on TBD, 2017. Applications received after the specified date and time will not be accepted or considered.

### 2. GRANT APPLICATION DELIVERY METHOD

All grant applications must be submitted electronically via email and must respond to the items outlined in this Guidance document. Each application must be emailed to Insert Grant Manager Name: ([Insert Email address](#)). Email subject line should read as follows:

App\_LI Delmarva Settlement\_Track (Insert Number)\_(Insert Organization Name).

### 3. GRANT APPLICATION MODIFICATIONS

Any changes, amendments or modifications to an application must be made in writing, submitted in the same manner as the original response, and conspicuously labeled as a change, amendment or modification to a previously submitted application. Changes, amendments or modifications to applications shall not be accepted or considered after the hour and date specified as the deadline for submission of grant applications.

### 4. GRANT APPLICATION OPENING

The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

### 5. CONFLICT OF INTEREST

A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted a proposal for evaluation and you are a member of the Review Committee, EEAC, or the EEAC Low Income Working Group. All applicants that participate on the EEAC or the EEAC Low-Income Working Group must inform the Guidance Designated Contact of any potential conflicts of interest. Any applicant that sits on the EEAC or the EEAC Low-Income Working Group must recuse themselves from participating in any part of the application evaluation process. Examples of potential biasing affiliations or



relations are listed below:

- Your affiliation with a bidding company or institution. For example, a conflict may exist when you:
  - are employed by or are being considered for employment with the company or institution submitting any bid or hold a consulting, advisory, or other similar position with said company or institution;
  - hold any current membership on a committee, board, or similar position with the company or institution;
  - hold ownership of the company or institution, securities, or other evidences of debt;
- Your relationship with someone who has a personal interest in the proposal. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship that you think might tend to affect your objectivity or judgment or may give an appearance of impropriety to someone viewing it from outside the relationship.

## SECTION IV: APPLICATION REVIEW INFORMATION

**Application Review** - This section describes the application review and rating process and the review criteria that will be used by the Review Committee to select qualified grant awardees. Applicants shall follow all instructions contained in this Guidance in order to be considered for an award.

The Review Committee reserves the right to:

- Select for grant award an application other than that with lowest costs;
- Reject any and all grant applications or portions of grant applications received in response to this Guidance or to make no award or issue a new Guidance;
- Accept applications in-part;
- Request modification to grant applications from any applicants during the grant process;
- Negotiate any aspect of the grant application with any grant applicant and negotiate with more than one grant applicant at the same time.

### A: REVIEW AND SELECTION PROCESS

#### 1. RATING

All grant applications shall be evaluated using the same criteria and scoring process.

After reviewing the application, the Review Committee shall assign a score for each pre-determined criterion listed in the section below. The Review Committee will also consider whether each grant application is clear, concise, and well-organized.

#### 2. RATING CRITERIA OVERVIEW AND WEIGHTING

The following criteria shall be used by application evaluators to assess grant applications. Each criterion has been weighted based on level of importance specific to each Track.

<b>TRACK I: Rating Criteria</b>	<b>Weight</b>
1: Capacity of applicant and relevant organizational experience	20
2: Description of the need/extent of the burden	10
3: Soundness of approach	40
4: Budget	15
5: Achieving results and program evaluation	15
<b>Total</b>	<b>100%</b>
6: Bonus	5

Grant applicants are encouraged to review the rating criteria and to provide a response that addresses each of the scored items. Evaluators can only make decisions about an applicant's capabilities based on the information provided in the application, so the responding applicant should be detailed in their grant application responses.

## B. INFORMATION TO BE INCLUDED WITH EACH RATING CRITERIA

Applications should demonstrate their ability to meet the rating criteria described above through information presented in the application. The application narrative should address rating criteria 1-3, 5, and the bonus criterion. Criterion 4 should be addressed in the budget narrative. The specific information requested under each rating criterion is described in further detail in the following sections.

Applicants should ensure that information provided in the narrative for a specific rating criterion does not include information that addresses a different criterion. For example, if your grant application describes your organization's past experience in the narrative for rating criterion 3 instead of rating criterion 1, the past experience will only be scored based on the information included in rating criterion 1.

In addition, material provided in the appendices can support narrative information, but will not be used in lieu of information provided in the narrative response to the rating criteria.

---

### 1. A- CAPACITY OF APPLICANT

Evaluators will consider numerous factors of your prior performance, such as monitoring results, performance against benchmarks, and other relevant information, to evaluate capacity and relevant organization experience.

You must demonstrate that your organization has sufficient qualified personnel, or will actively retain qualified experts or professionals, and is prepared to perform low-income energy efficiency work, and other proposed activities within 90 days of the grant award to successfully implement and complete the project. If any of the key personnel titles/roles you list below are not filled by your staff when you submit your application, describe your plan to fill the vacancies in a timely manner.

---

#### A. KEY PROGRAM PERSONNEL

Key personnel must include, at a minimum, a Program Manager. Unless financial management of the grant falls under the responsibility of the Program Manager, you must also identify the



person responsible for the financial management of the grant. You must provide resumes of the key personnel and job descriptions for planned key personnel, including the person responsible for the financial management of the grant. You must describe the roles and responsibilities of each key personnel for the project. For each key personnel, please provide the following:

- Personnel Name & Organization
- Title/Role
- % Time (FTE)\*
- Duties/Responsibilities

The day-to-day Program Manager must be experienced in work related to the project. The Program Manager must have demonstrated project management experience. If a Program Manager has not yet been hired, the job description for this position must be included in the Appendix to your application.

\* FTE = Full time equivalent; if labor hours are used, convert to FTE on the basis of 1 FTE = 2,080 hours per year.

---

## B. KEY PROGRAM PARTNERS

Provide the information below related to partner entities that will receive Settlement funds from your program and that will provide critical services and/or carry out critical activities for the proposed grant program (vs. commercial services and off-the-shelf suppliers):

- List and describe partner entities (i.e. sub-grantee(s), sub-contractor(s) organization(s), sub-recipient(s) and consultant(s)) at all tiers that will provide critical non-duplicative services and activities;
- Detail each of these critical partner entities' qualifications and experience in initiating and implementing energy efficiency or housing projects;
- List the key personnel from each of these critical partner entities, their respective roles and responsibilities, their qualifications and experience, and the percentages of time committed for all key personnel identified. You may provide this information in your narrative or in resumes for each of the key personnel from these critical partner entities;
- Provide a description of how partner entities are in good legal standing and have all the business elements necessary (e.g. insurance, certifications, etc.) to conduct work in the State of Delaware

---

## C. ADMINISTERING THE GRANT

Describe how you will administer this grant program, including how you will address oversight and financial management and provide examples of current financial reports.

Describe how funding will flow from your organization to those who will perform work under you on this grant program. Also describe how you will ensure that acceptable work is conducted and acceptable products were provided before you pay invoices to key program partners and before you submit invoices.

Describe the staff, procedures, and electronic management system you will use on this program to ensure proper project oversight/monitoring, contract administration, and monitoring of all sub-grantees and contractors.

### I. ENGAGEMENT WITH EXTERNAL PARTNERS

---

Describe your involvement in coordination among critical energy efficiency agencies, including participation in the statewide or jurisdiction-wide energy efficiency goals and objectives.

### II. INVOLVING COMMUNITY-BASED PARTNERS

---

Describe how grassroots community-based non-profit organizations, including faith-based organizations, will be involved in your grant program's activities. For example, these activities may include outreach, community education, marketing, and program assessment activities.

---

## 1. B- RELEVANT ORGANIZATIONAL EXPERIENCE OF APPLICANT

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### A. PREVIOUS EXPERIENCE

List all (e.g. federal, state, local, and non-profit) projects completed by your organization in the last three years that demonstrate experience in implementing energy efficiency or other related programs ("similar programs"). Examples of similar programs include Community Development Block Grant's housing rehabilitation activities, Weatherization Assistance Programs, Healthy Housing programs, energy efficiency community education programs, and other comparable state, local or non-profit programs, etc.

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## B. ADMINISTRATION OF SIMILAR PROGRAMS

Describe how you have administered similar programs, including whether and how you achieved performance benchmarks, addressed program oversight, and implemented financial management. Elements of prior performance that will cause your score to be reduced include:

- Termination for cause.
- Failure to achieve program benchmarks, financial benchmarks (e.g., amount or percentage of funds from the awarding agency disbursed, amount or percentage of match expended, etc.), or other requirements of the program.

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## C. DELIVERY OF SIMILAR PROGRAMS

Describe how funding flowed from your organization to those who performed work under you on similar programs. Also describe how you ensured that acceptable work was conducted and acceptable products were provided before you paid invoices and before you submitted invoices to the entity that provided you the grant or contract.

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## D. OVERSIGHT OF SIMILAR PROGRAMS

Describe the staff and procedures used on similar programs to ensure proper project oversight/monitoring, contract administration, routine monitoring and, if you conducted it, targeted monitoring, of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of grants, contracts or other formal agreements.

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## E. MONITORING OF SIMILAR PROGRAMS

Describe whether and how routine monitoring of all sub-grantees and contractors ensured conformity to the terms, conditions and specifications of contracts or other formal agreements and requirements, and the requirements of similar programs.

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## 2. DESCRIPTION OF THE NEED/ EXTENT OF THE BURDEN

You will be scored on this rating criteria based upon need documented through publicly available

data and information. There must be a direct and substantial relationship between the proposed energy efficiency activities and documented community needs. The data submitted in response to these rating criteria will be verified using data available from the Census and other data available, and you must indicate what source of data is being used. You must ensure that the current residents of the Delmarva territory (“Delmarva Target Area”), whose demographic characteristics constitute the data for these rating criteria, are the individuals and families that will receive priority for the benefits of the funded programs and this must be addressed in the remainder of the application.

Points will be awarded for this rating criterion based upon need demonstrated under segments b., Energy efficiency burden, c., Income data, and d., Other Factors Contributing to Energy Burden, described below. Please provide data responses in simple table format. NOTE: Provide data only for areas that lie within the Delmarva Target Area unless you demonstrate that Delmarva Target Area data or jurisdiction-level data are not available. For example, do not provide data for your whole jurisdiction if the Delmarva Target Area is only a portion of it. Provide verifiable sources for your data.

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#### A. DESCRIPTION OF DELMARVA TARGET AREA

See addendum item 2.0 for a description of the statewide Delmarva Target Area. If program services are contained to a particular geographic area within the statewide Delmarva Target Area, you must provide the census tract(s), ZIP code(s), or other identifying name(s) or number(s) for the Target Area(s) you propose to work.

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#### B. ENERGY EFFICIENCY BURDEN

Describe how you will use data to prioritize the selection of program participants to recruit for low-income energy efficiency work under the grant.

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#### C. INCOME DATA

Provide the percentage of families in the Target Area(s) at or below 60 percent of the State area median income level (AMI), or at or below 200% of federal poverty guidelines. For Track II applicants, this shall help designate areas in which community-based applications will be focusing efforts. Include the source and date of your data if the data are available from a publicly accessible online source, provide the specific URL(s), such as:  
[http://destatehousing.com/AffordableHousingResourceCenter/ot\\_resources.php](http://destatehousing.com/AffordableHousingResourceCenter/ot_resources.php).

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#### D. OTHER FACTORS CONTRIBUTING TO ENERGY BURDEN

Provide additional information that describes the need created by the high energy burden in the housing in the proposed Delmarva Target Area(s). NOTE: this is a narrative response, and must not duplicate information provided elsewhere in this response for Rating Criteria 2.

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### 3. A- SOUNDNESS OF APPROACH

This rating criterion addresses the quality and cost-effectiveness of your proposed work plan. In general, there are four key stages in the life of this grant: application, start-up, implementation, and close-out. You must describe in detail your work plan to address start-up and implementation phases of the grant that includes specific, measurable and time-phased objectives for each major program activity. You will be rated on:

- Your ability to implement your work plan; and
- The quality of your work plan, for each major program activity that reflects benchmark performance standards. Your proposed Delmarva low-income participant completion and financial benchmarks must be included in a table as part of the narrative.

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#### A. PROGRAM WORK PLAN AND PROGRAM RECRUITMENT

##### I. GENERAL PROGRAM CONCEPT

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Provide a general program concept description. Be sure to include a general description of low-income program services provided, and any low-income energy efficiency industry innovations.

##### II. START UP

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Describe the startup phase (first 90 days) of your proposed program, including: development of your program work plan with a timeline to complete work within the 36-month period of performance; development of your program policies and procedures; plan to hire and train staff; if applicable, plan to establish a qualified contractor pool; plan to build and establish partnerships; development of plans for outreach, marketing, and recruitment of families and units; development of plans for staff education and training; development and plan for prioritization of units; and develop and plan for intake and enrollment.



Describe the facility location(s) at which all grant operational functions will be completed.

### III. BUILD AND ESTABLISH PARTNERSHIPS

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Describe how your program will coordinate with State and local agencies or other partner organizations; and describe how, for example, referrals from the LIHEAP, Section 8, Housing Choice Voucher program and other agencies that assist low-income households will be received and processed. Describe your process for establishing contracts and/or memorandums of understanding (MOU) with partners and sub-recipients. Describe your process for monitoring and tracking your sub-recipient and partner activities and commitments. Explain your process for addressing activities that are not being met as agreed in the contract or MOU.

### IV. OUTREACH AND MARKETING

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Describe in detail the methods and strategies you will use, including the individuals and/or sub-grantees, sub-recipients or contractors responsible, to affirmatively market and outreach the program to low-income Delmarva Target Area and/or residents with Limited English Proficient guidelines. Describe the measures your program will take to sustain recruitment, and identify the staff responsible for both monitoring recruitment activities and implementing the measures identified to sustain recruitment. Discuss your proposed outreach activities and expected outcomes, as it relates to unit enrollment and program sustainability in the Delmarva Target Area. You must describe how outreach activities will be culturally sensitive, targeted, and linguistically appropriate and identify the means available to supply the educational materials in other languages (identify all languages that apply) common to the community. Outreach must also be provided in alternative formats for people with disabilities. Include the estimated number of individuals to receive the intended outreach.

### V. PRIORITIZATION AND ELIGIBILITY OF PARTICIPANTS

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Describe your plan and numerical goal for the number of eligible program participants. You must clearly connect the identified need and Delmarva Target Area from previous factors to the selection criteria and approach for this criteria factor.

## VI. INTAKE AND ENROLLMENT

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Describe the specific measures your program will use to complete intake and enrollment of program applicants. Describe the specific measures your program will take to sustain your eligible participant pipeline. Identify the staff responsible for both monitoring of this process step in addition to the actual recruitment activities by your agency staff.

## VII. CLIENT CONFIDENTIALITY

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Describe how you will ensure the safety, security and privacy of files and all protected information.

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### B. TECHNICAL APPROACH

Another aspect of Criteria 3A is the proposed technical approach for low-income energy efficiency work. Applicants should provide the following information related to their technical approach.

#### I. PRODUCTION PROCESS

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Describe the production process from participant intake to work completion/clearance and follow-up testing (if applicable), including identifying the agency/person responsible for each phase, the timeline to complete each phase and how monitoring will be performed to both prevent and resolve production impediments.

#### II. COMPLETION ESTIMATES

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Describe the proposed number of eligible participants you plan will receive low-income energy efficiency work based on your capacity and expected accomplishments. Describe your approach to maximizing the number of eligible participants to receive energy efficiency work. Work completion estimates must include consideration of potential impediments and unforeseen delays. Remember that, if awarded a grant, you will be held to your production commitments.

### III. COST SAVINGS ESTIMATES

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Describe the proposed estimated level of gas (MMBTU) and electric (kWh) savings based on expected accomplishments. Describe your approach to maximize energy efficiency savings for eligible participants.

### IV. COST CONTROL

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Describe how you will keep costs per eligible participant under tight control, such as your process of selecting participants to enroll and refining the scope of work associated with each energy efficiency service provided.

### V. ENERGY EFFICIENT ASSESSMENTS

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All work must meet industry standards. For energy efficiency housing retrofit programs, a Building Performance Institute (“BPI”) standard energy efficiency audit/ inspection and basic risk assessment is required for every unit and/or common area you assist using funds under this program.

Describe the industry standards you will be using for this program. If applicable, include the assessment methods, computer software, schedules, and estimated costs for energy efficiency audits/ inspections you propose.

### VI. CLIENT ENERGY EFFICIENCY EDUCATION

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Describe how you will provide program participants with energy efficiency information generated by activities under this grant.

### VII. DEVELOPING WORK SPECIFICATIONS

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All applicants must describe the process for developing energy efficiency work specifications. Describe the general scope of energy efficiency services and prioritization process for prioritizing specific energy efficiency measures.

All applicants must describe the primary energy efficiency measures that you anticipate implementing as part of your organization’s energy efficiency program. Individual measure

suggestions and the measure's associated energy savings values can be found in Delaware's Energy Efficiency Technical Reference Manual (TRM). The Delaware TRM may be found at:

<http://www.dnrec.delaware.gov/energy/information/otherinfo/Documents/EEAC/DE%20TRM%20complete%202016.pdf>

#### A. PROCUREMENT/SELECTION OF HOME PERFORMANCE CONTRACTORS

If applicable, describe the process for developing and implementing the energy efficiency contractor selection process for units enrolled for home performance energy efficiency work, and indicate the individual or entity responsible for ensuring the integrity of this process.

#### B. MAINTENANCE EDUCATION

If applicable, describe how home performance contractors, property owners and maintenance personnel performing interim controls and energy efficiency work will be properly trained and/or certified to ensure that staff and contractors perform work of acceptable quality in compliance with work specifications and applicable industry standards including, the Building Performance Institute and State/ local code.

#### C. CODE COMPLIANCE

If applicable, describe how you will ensure that the home improvements resulting from Settlement funds comply with building and other local codes, especially code provisions to ensure energy savings and/or resilience of the housing.

#### D. CLEARANCE AND RE-ASSESSMENT EXAMINATIONS

If applicable, describe the timeline for completing post-intervention assessments and quality control checks. Describe the responsibility and payment of additional costs if a unit does not meet post-assessment standards.

#### E. QUALITY ASSURANCE/ QUALITY CONTROL

All applicants must describe how work will be monitored and supervised to